



# Library Faculty Department Meeting Minutes, April 16, 2014 (1:30 PM – 3:00 PM, 6-237)

## Attendance:

X	Deb Distant	X	LeAnn Garrett	X	Hong Guo	X	Paul Kittle	X	Pauline Swartz
	Chisa Uyeki	X	Emily Woolery						

## Guest:

Item	Discussion	Outcome
Approval of Meeting Minutes – 4/2	Minutes were approved and updates were provided: <ul style="list-style-type: none"> <li>The Mechanical Universe video series does not have closed captioning, so the College cannot purchase it.</li> <li>The Library will discuss use of the Behavior &amp; Wellness Team Referral at a summer staff meeting.</li> </ul>	<u>Action:</u> Emily will distribute the 4/2 meeting minutes.
Permission to Use Reserves Form	Concern has been expressed about librarians giving extensive expiration dates to students when using the form, Permission to Use Reserves. Concerns consider: <ul style="list-style-type: none"> <li>the students' responsibility to obtain and bring student ID card, and</li> <li>the need to ensure consistent support for all students.</li> </ul> <p>Deb and LeAnn are in the process of developing guidelines that will clarify reasonable expectations and limits when using this form.</p>	<u>Action:</u> Deb and LeAnn will: <ol style="list-style-type: none"> <li>share guidelines with librarians and Meghan Chen, and</li> <li>post the guidelines on the library homepage once approved.</li> </ol>
Faculty Agreement Appendix A.4.c and A.4.d	The language in articles A.4.c and A.4.d is confusing and may impact initial placement of librarians and other faculty on the salary table. Faculty developed new language and will recommend this language to the Faculty Association.	<u>Action:</u> Emily will forward recommendations to Lance Heard, President, Faculty Association and Eric Kaljumagi, Vice President, Faculty Association.
Student Computers	Students and librarians continue to encounter blocks to printing documents in the Library. For example, students were unable to print documents from Gmail. Information Technology has asked whether the Library's student computers should function as other campus labs.	<u>Action:</u> Librarians will continue to discuss technology concerns and must investigate the potential impact of configuring the student computers to function as computers across the campus labs.
OCLC WMS	LeAnn demonstrated how to use OCLC WMS to: <ul style="list-style-type: none"> <li>search by call number, and</li> <li>request reports for collection development purposes.</li> </ul>	Information
Academic Senate Report	No report	
Faculty Association Report	Upcoming FA events include:	Information

	<ul style="list-style-type: none"> <li>• May 27: 12:00-2:00 PM – Retirement/Tenure Tea (FA Office)</li> <li>• May 30: 10:30 AM – 2:00 PM – Faculty Appreciation Day (9C Stage)</li> </ul>	
Announcements	<ul style="list-style-type: none"> <li>• A Pathways to Transfer learning community is still accepting students; Students must enroll in both courses: <ul style="list-style-type: none"> <li>◦ ENGL 1A (CRN 40828) and LIBR 1A (CRN 43159)</li> </ul> </li> <li>• Emily applied for a shared position of Outcomes Coordinator. If approved, it is a two-year commitment from 2014-16.</li> <li>• Hong will attend the 16<sup>th</sup> Distance Library Services conference on 4/23-4/25.</li> </ul>	Information